

***NORTHERN UTAH REGULAR CREW
STANDARD OPERATING GUIDELINES
UINTA- WASATCH-CACHE NATIONAL FOREST
WEST DESERT DISTRICT BLM
STATE OF UTAH
FY2010***



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GENERAL

The Northern Utah Regulars will be comprised of 10 firefighters from the Uinta-Wasatch-Cache and 3 firefighters from West Desert District BLM, and 2 firefighters from FFSL (Contact FFSL AFMO primary and Wasatch Front secondary). If any agency is unable to fill their people they will request assistance from the other agencies.

All members of the Northern Utah Regulars will wear a blue full brim hardhat provided by the zone or their local fire management organization.

No more than 20% of the crew will be made up of Administratively Determined (AD) employees. In order for the crew to be categorized as a Type 2 IA crew 60% of the crew needs to have at least 1 season of fire experience and have 3 Type 5 IC's, otherwise they will be dispatched as a Type 2 crew.

Every member of the Northern Utah Regulars is expected to adhere to these Standard Operating Guidelines (SOG's) which will provide a framework and guideline for successful crew operations.

DISPATCH

NUIFC will show the crew as available or unavailable as per fire management direction. All requests for the crew will come through Northern Utah Interagency Fire Center (NUIFC). When a crew request is received fire management/duty officers will be notified. The crew will have a 6 hour mob time. Once the crew members from each agency are decided upon by fire management, NUIFC will send the crew manifest to Eastern Great Basin Coordination Center (EGBCC), and crew boss. NUIFC will determine mode of transportation, i.e. agency or rental vehicles. NUIFC will contact the Duty officer that has responsibility for the crew boss when the crew becomes available prior to being disbanded. Once a NUTREG manifest is established a Cohesion Day will be conducted prior to the crew being dispatched to an assignment.

COHESION DAY

The intent of the cohesion day:

- IQCS qualification status check
- Equipment list status check
- Finalize manifest to NUIFC
- Transportation status check
- Overview of NUTREG SOG
- Medical status check (EMT, Allergic/prescription medication, etc)
- Monetary status check (perdiem, personal credit card, check or cash)

OPERATIONAL DUTY OFFICER

One Forest Service or BLM Duty Officer will meet with the crew and give Agency/ Leaders intent, discuss and review the Northern Utah Regular Crew Standard Operating Procedures.

ALL CREW DISPATCHES ARE ASSUMED TO BE A 14 DAY COMMITMENT EXCLUSIVE OF TRAVEL, UNLESS YOU ARE TOLD OTHERWISE BY DUTY OFFICER OR THE CREW BOSS.

DO NOT ALLOW YOURSELF TO BE DISPATCHED IF YOU CANNOT COMMIT TO A 16 DAY ASSIGNMENT! FAILURE TO DO THIS WILL AFFECT YOUR FUTURE AVAILABILITY FOR THE CREW.

Crew boss assignments will be rotated between the North and South zones and BLM. If any unit has difficulty filling the crew boss or crew boss (T) positions, they will request help from the other agency/zone.

ORGANIZATION

A Type II IA crew will be dispatched at a minimum with:

- Crew Boss
- 3-ICT5
- 3-Agency qualified sawyers
- **NOTE:** FALB and FFT1 cannot be the same individual.

A Type II crew will be dispatched at a minimum with:

- Crew Boss
- 3-FFT1

Duties and Responsibilities: The following are the duties for the Crew Boss on the Northern Utah Regulars. For more information consult the Fireline Handbook, Interagency Standards for Fire and Fire Aviations Operations, and/or the Incident Response Pocket Guide (IRPG) for reference.

On Line Duties;

- a) Provide IRPG briefing for all crewmembers for each operational period and prior to arriving at the incident. As a minimum this should include:
 - Nature of work to be accomplished, as well as weather, topography, fuel types and fire behavior. (Situation)
 - Expected duration of shift, chain of command, IC, tactical assignments, strategies and objectives, and contingency plan. (Mission/Execution)
 - Communications and medical plan. (Communications)
 - Other resources, aviation operations, transportation and logistics. Have crew manifests. (Service/Support)

- Identify hazards and risks, identify mitigation measures and trigger points. (Risk Management)
 - Encourage clarifying questions and crew feedback.
 - Identify any Emergency Medical Technicians (EMT) and discuss proper procedure for handling a medical emergency.
- b) Organize crew to effectively accomplish specific tasks.
 - c) Assign tasks to squad bosses and/or crew members.
 - d) Explain and/or demonstrate techniques of accomplishing tasks safely and efficiently when crew members are inexperienced.
 - e) Motivate squad bosses and crewmembers to obtain quality and quantity production.
 - f) Provide first aid treatment for any and all injuries and obtain proper documentation for the local and home units.
 - g) Inspect the work area frequently to insure quality control as well as safety.
 - h) Promote teamwork and safety throughout assignment.

Off Line duties;

- a) Ensure the crew maintains a high standard of ethics throughout the duration of the incident.
- b) Stress camaraderie and teamwork while on the incident, whether as an assigned or available resource. Continue this attitude through the demobilization process.
- c) Encourage the crew to remember its assigned status and the need to maintain readiness and mobility while on assignment.
- d) Ensure that all squad leaders and crewmembers are monitoring individual physical condition.
- e) Ensure all individuals are wearing personal protective equipment (PPE) and that the equipment is safe and usable after each shift, repair or replace as needed.
- f) Prepare and maintain crew time reports for posting. **See to it that all time is faxed to the home unit at the end of each pay period!**
 - Make sure all names and social security numbers for the crew are correct.
 - Individual Emergency Firefighter Time Report (OF-288) is properly completed and personal information is accurate.

- Ensure work hours, hazard pay, night differential, pay classification and rates are properly posted.
- Notify Finance section ASAP if AD firefighters are on the crew. AD employees have to fill out **ALL** necessary forms prior to the assignment. Refer to the Incident Business Management Handbook NFES 2160, 2008.
- g) Supervise crew while in transit.
- h) Obtain information necessary upon arrival at the incident, and ensure that needs of the crew are available or obtainable.
- i) Promote positive off line conduct, encourage teamwork, and ensure that safety is **ALWAYS** the priority.
- j) Ensure that all work/rest guidelines are adhered to and that proper documentation is in place when ordered to exceed them.
- k) Crew Boss will monitor on line and off line duties at cohesion day.

This is not intended to be an all inclusive list of duties and responsibilities.

REMEMBER A SAFE WORKING ENVIRONMENT and TEAMWORK IS OUR NUMBER ONE PRIORITY

Promote SAFETY FIRST and treat all individuals with fairness and respect.

TRANSPORTATION

- 1) If a bus is used for crew transport a chase vehicle can accompany the crew bus with fire management and incident approval. The chase vehicle will generally provided by the BLM. If flying, all Hazardous Materials will be removed from packs prior to getting to the airport.
- 2) Every crew person will have a current IQCS Redcard, picture identification, and IRPG.
- 3) Car pooling to the NUIFC mobilization area is encouraged to avoid parking problems while gone on the assignment.
 - a) South zone gathering point will be the Pleasant Grove Ranger District.
 - b) North zone gathering point will be NUIFC.
 - c) BLM gathering point will be Salt Lake Field Office.
 - d) Parking at NUIFC will be determined by the Cache Manager or Engineering Representative.
 - e) Vehicle keys will be left with the cache manager when vehicles are left at NUIFC
- 4) All crewmembers will travel in Nomex pants and fire boots.

- 5) When eating in public restaurants do not wear Nomex shirts into the facility. Whenever traveling, try to shower and change clothes if at all possible.

CONDUCT

Each member of the Northern Utah Regular crew is a representative of the crew and their agency. You are expected to conduct yourself in a manner that will reflect positively on yourself and the organization.

Every member of the crew will be treated with mutual respect. **Harassment of any kind will not be tolerated.**

Expectations

BE ON TIME. When dispatched to an incident, report to the designated location NO LATER than the specified time. In the event that you are unable to meet the time frame, notify dispatch of the expected length of the delay. Dispatch will notify the crew boss and the receiving incident of the delay.

You should be dressed in the appropriate PPE and have IA gear and 2 week pack. **The crew assignment will be for 14 days plus travel unless explicitly told otherwise by duty officer and the crew boss.**

It is your responsibility to be prepared for the assignment. Keep personal items such as boots in serviceable condition. Government issued equipment such as pants, shirts, headlamps, batteries, etc. should be traded out as needed at the supply cache on the incident. Do not wait until you are mobilized to do this.

If you cannot commit to 16 days do not allow yourself to be dispatched. It is better to turn down the assignment than to jeopardize the entire crew being sent home early.

The commitment to and accountability for safety is a joint responsibility of all firefighters, managers, and administrators. Individuals must be responsible for their own performance and accountability.

All PPE, water, line gear, saw gas, and equipment needed for the next shift will be procured prior to going off the current shift.

Inappropriate or disrespectful behavior to any member of the public, members of the incident organization, or other crewmembers may be grounds for removal from assignment.

Crew will "line out" and go as a group to meals unless exceptions are made by the crew boss.

All supplies and equipment checked out from the supply unit will be done through the crew boss or squad boss only.

- Durable items checked out will be returned prior to demobilization (i.e. hose, tools, backpack pumps, tents, sleeping bags etc).
- Consumable items are normally expected to be consumed during the incident use. Consumable items returned in unused condition are credited to the incident. Examples are batteries, plastic canteens, cubitainers, forms, MRE's, fusees, medical supplies and petroleum products.
- Accountable items with a purchase price of \$5,000 or more or items that are considered sensitive (e.g. handheld radio), will be returned to the incident.

All durable equipment and supplies checked out at the home unit caches will be returned in serviceable condition or accompanied with a Supply number (S number) for replacement.

Vehicles, camp, and fireline will be kept clean of litter at all times.

ALCOHOL/DRUG USE

In Transit- (To, From, or Between Incidents)

In this situation firefighters are in paid status, therefore no alcohol/drug use is allowed. The consequence for alcohol in any situation will be determined as per agency policy.

Punishment and consequences are taken from USDA Guide for Disciplinary Penalties (DPM 751 for USFS), and the Department of Interior Disciplinary action for BLM employees will be derived from the Department of the Interior Departmental Manual Chapter 752: Discipline and Adverse Actions, and the State of Utah Human Resource Policy Manual for State Employees.

- 1.1 **Purpose.** This chapter establishes the policy, procedures and authority/responsibility for administering employee discipline within the Department of the Interior (Department), and for taking appropriate corrective action for disciplinary or certain non-disciplinary reasons, when it is determined that such actions will promote the efficiency of the service.

Fire Camp

In Paid Status: No alcohol/drug use is allowed. The consequence for alcohol/drug use in this situation will be determined as per agency policy.

In Paid Standby: In this situation firefighters are in paid status, therefore no alcohol/drug use is allowed. The consequence in this situation would be based on agency policy.

Unpaid Standby: In this situation a crew is normally on standby for a possible assignment. During unpaid standby the crew still needs to maintain readiness for an assignment.

It is **NEVER** acceptable for a person that is under the influence of alcohol or drugs to go to a fire. If the Crew Boss knows a person is under the influence of alcohol or drugs, it is the Crew Boss responsibility to not allow that person to be dispatched to the fireline. All personnel will be fit for duty. The consequence for reporting for duty while under the influence of an illegal drug or alcohol will be based on their agency policy.

The decision of the Crew Boss is final. This could affect the availability of the crew. Decisions involving individuals who are under the influence of illegal drugs or alcohol will be reviewed by the home agency management staff.

Post Incident

The most common situation occurs when the crew has been out for 14 days or it is obvious that the crew is being demobilized to the home unit. The crew is in town and is not in a fire camp.

It is important to be sensitive to and recognize local perceptions of the Federal Government. As a group and as an individual, you represent the agency you work for.

The “USDA Guide for Disciplinary Penalties” cites as a conduct violation: “Off duty conduct which adversely affects the employee’s job performance or trust worthiness, or adversely affects the ability of the Agency to accomplish its mission”. The penalty for the offense will be determined by agency policy.

When the NUTREGS return from an assignment, rehab coordination will be the responsibility of the Crew Boss. Rehab checklist will be signed off by the cache manager and Crew Boss.

EQUIPMENT

The following is a list of minimum equipment that is to be brought with the individual to the fire assignment. If the individual shows up without the following gear they will need to inform the Crew Boss immediately. If the missing gear is not available prior to the departure of the crew the individual will need to be replaced. It is the responsibility of the individual and their home unit to make sure that each firefighter is equipped with the following gear as per the Interagency Standards for Fire and Fire Aviation Operations, “Red

Book” Chapter 7/8. The Crew Boss will be responsible for the items identified for the crew kit.

The Crew Boss’s agency will be responsible for resupply if items are found missing from the crew kit.

Personal Protective Equipment

- 1 - Full brim blue hardhat with chin strap.
- 1 - 8” leather boots with Vibram type melt resistant soles.
- 1 - Nomex aramid trousers.
- 1 - Yellow aramid Nomex shirt.
- 1- Pair leather gloves.
- 1 - Goggles/safety glasses.
- 1- Fire shelter
- 1 - Ear plugs/hearing protection.

Line Gear (Total of Line Gear must not exceed 20 pounds with out water!)

- 1- Meal Ready to Eat (MRE)
- 4- 1 Qt. Canteens
- 1- Personal first aid kit.
- 1- AA headlamp with extra batteries.

Personal Gear (Total Personal Gear must not exceed 45 lbs!)

Extra nomex aramid pants
Extra yellow nomex aramid shirt
Personal clothes (t-shirts, socks, underwear, jacket, rain poncho, etc.)
Other personal items (tooth brush, toothpaste, shampoo, soap, medications, shower sandals, etc).
Sleeping pad
Money
Tent
Sleeping bag

If IQCS Red Carded as Squad Boss/Firefighter Type 1 or higher you will also want the following in your line gear:

- 1- Signal mirror
- 1- Compass
- 1- Flagging, orange/pink
- 1- Pen and Paper
- 1- Weather Instrument
- 1- GPS unit

Crew Equipment

- 1- Crew kit (see following list)
- 2- Chain Saws with kits.
- 10- Pulaski's
- 2- Shovels
- 8- Combination Tools
- 3- Mcleods or Rhino tools
- 2- MRE cases
- 5- Cubi-Containers
- 1- Case of fussees
- 5- Programmable radio's with extra batteries.

Optional Items

Drip torches
5 gallon safety can
3rd or 4th Chainsaw with kit.
Backpack pumps
Mini Mark pump with appropriate fittings
Veri pistol w/rounds and 22 caliber caps

Crew Kit

- 1- Large bag that contains:
 - 1 - Case AA batteries
 - 2 - ea. 10 person first aid kits
 - 2 - ea. Headlamps
 - 1 - Box. of bastard files
 - 5 - Pairs of assorted sized gloves
- 10 - Plastic garbage bags
- 4 - Ea water bottles
- 25 - Ft of parachute cord
 - 5 - Rolls of fiber tape
 - 5 - Rolls of orange flagging
 - 5 - Rolls of hot pink flagging
- 20 - Pairs of ear plugs
 - 2 - Boxes of chem. lights
 - 2 - ea. belt weather kits
- 20 - ea. chin straps
 - Aluminum clipboard
 - Field Time Report's, Crew Time Report's, Medical forms,
 - Travel vouchers
 - Cell Phone
 - Crew and Individual evaluation forms
 - Calculator, pens and pencils
 - Fireline Handbook-Incident Response Pocket Guide
 - Interagency Business Management Handbook

Chainsaws

The crew boss is responsible for returning and refurbishing the saws supplied by the NUIFC cache. Additional saws will be supplied by home units. Each chainsaw will have two pair of chaps per saw.

Radios

Radios will be furnished by crew overhead and will be fully programmable and in good working order. In order to maintain Type 2 status a minimum of 4 programmable multi channel FM radios will be with the crew at all times.

All overhead should be familiar with radio programming and be able to do so without a cloning cable.